

## APPLICABILITY

#### **WORK RELEASE/FIELD**

OFFENDER MANUAL

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 DOC 350.210

TITLE

# **POLICY**

#### TRANSITION RESOURCES FOR OFFENDERS

#### **REVIEW/REVISION HISTORY:**

Effective: 12/18/06

Revised: 11/15/07 AB 07-033

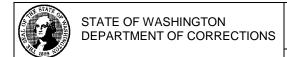
Revised: 5/7/08 Revised: 9/22/08 Revised: 7/10/09 Revised: 9/26/11 Revised: 11/24/14

#### SUMMARY OF REVISION/REVIEW:

Numerous changes to Attachment 1

**Department of Corrections** 

Attachment 2 - Added that the Field Adminis	strator may approve/deny transition fund requests
APPROVED:	
O: // //	
Signature on file	
	10/30/14
BERNARD WARNER. Secretary	Date Signed



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TRANSITION RESOURCES FOR OFFENDERS

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; <u>ACA 7D-26</u>; <u>ACA 7D-31</u>; <u>DOC 200.335</u> <u>Purchase Card</u>; <u>DOC 350.200 Offender Transition and Release</u>; <u>DOC 800.010 Ethics</u>; <u>DOC 800.020 Use of State Resources</u>; <u>Records Retention Schedule</u>

#### POLICY:

- I. To support successful offender transition to the community, the Department may use transition funds for offenders who meet all of the following eligibility criteria:
  - A. In Prison or Work Release, or residing in the community.
  - B. Under supervision or expected to be under Department supervision within 30 days.
  - C. Lacks personal and community resources.

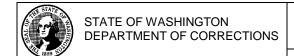
#### **DIRECTIVE:**

### I. Responsibilities

- A. The Appointing Authority will designate a Resource Coordinator to oversee individual transition resource programs on a regional or statewide basis as appropriate.
- B. Each Community Corrections Region has Resource Coordinators who manage the program at the local level.
  - Contact information will be made available on <u>InsideDOC</u>.
- C. The Resource Coordinator will manage the transition resource program and ensure operational integrity and policy compliance.

## II. Requirements

- A. To ensure consistency, Department programs providing transition resources will make the same services and resources available to offenders statewide.
- B. Employees involved in requesting, approving, receiving, storing, distributing, or using transition funds will ensure funds are safeguarded and used only for the approved purposes.
- C. Employees involved in providing transition funds or resources will comply with DOC 800.010 Ethics and DOC 800.020 Use of State Resources.



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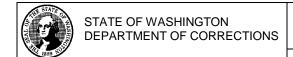
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#### III. **Program Information**

- A. Transition funds may be provided to eligible offenders through the Regional Transition Fund Program per Attachment 2.
- B. Prison offenders unable to release due to lack of housing funds may be eligible for the Earned Release Date (ERD) Housing Voucher Program per Attachment 1.
- C. The Department will maintain a list of all current transition resource programs and funding sources offering assistance. The list will be made available on InsideDOC.
- D. Each local Resource Coordinator will maintain a current Resource Directory of vendors providing transition services or goods in the area.
  - 1. The directory will be available on InsideDOC and will include:
    - Services offered and/or intended scope of services available. a.
    - Specific qualifications and eligibility criteria. b.
    - Application process and program contact information. C.
  - 2. Employees may request vendors be added to the Resource Directory as necessary by contacting the local Resource Coordinator or designee.

#### IV. **Processing Funding Requests**

- Α. The Resource Coordinator will ensure:
  - 1. Requests are processed in a timely manner and within individual program guidelines.
  - Applicants or employees are notified of approval or the reasons for denial. 2.
  - 3. An SF A-19-1A Invoice Voucher is provided to vendors for approved services to use as a billing document after services have been provided.
    - The vendor may submit its own invoice if available. a.
  - 4. Documentation is maintained on all transactions and provided to the appropriate Business Office for timely payment to vendors.
- B. The Business Office will:
  - 1. Process invoices for payment.



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- Deposit payments electronically into the vendor's bank account or mail to the vendor's address of record.
  - a. Funds or warrants will not be hand-delivered or held for pick-up.
- 3. Maintain an electronic file of all requests by section or programs per the Records Retention Schedule.
- V. Operational Integrity and Basic Standards
  - A. The Resource Coordinator will work with his/her Local Business Advisor (LBA) to establish and maintain written practices, as needed, to safeguard the distribution and use of transition resources and funds.
    - 1. Written local practices are required when a Resource Coordinator authorizes the purchase of supplies (e.g., bus tokens, pre-paid cards, supply closet items) that are stored and used for more than one offender.
  - B. The Regional Business Manager or LBA, as appropriate, will review the written practices annually.

#### **DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

#### **ATTACHMENTS:**

<u>Earned Release Date (ERD) Housing Voucher Program (Attachment 1)</u> <u>Regional Transition Fund Program (Attachment 2)</u> [7D-26] [7D-31]

#### **DOC FORMS:**

DOC 02-336 ERD Housing Voucher Program Criteria Worksheet

DOC 02-337 ERD Housing Voucher Program Payment Request

DOC 06-028 Transition Resources Request

DOC 11-012 Release Sponsor Orientation Checklist